Land Access and Opportunity Board: Hearth Tending Committee

Sep 10th, 2025, 9:30 – 10: 30a.m

Meeting Facilitator: Mark Hughes

Meeting Notetaker: Mark Hughes

Attendees	**Committee Members**
Board ● Dan Coutu, VT Commission on Native American Affairs (VCNAA) ● Mark Hughes (VRJA) ● Susan Aranoff (Vermont DDC) **Staff** **At event in Fairlee**	• Brian Cina, (VASW – VT Chapter) • Kirsten Murphy (VT DDC) • Samantha Langevin, Liberation Ecosystem
Guests & Public	

Agenda

Meeting Convened by Facilitator, Mark at 9:30AM	
1. Introductions & Check-in	● **Name, Nominating Organization,** ● **Check-in** ● Agenda Building ○ Board meeting agenda (week prior to board meetings) ● Dan Checks In (needing to leave at 10:30) ● Susan and Kirsten are split between meetings (Susan needs to leave at 10:30) ● Mark is in a good place and trying to stay focused (time to sprint)
2.Discussion/ Updates	Hiring Staff evaluation
3. Process Check-in, Next Steps	Reflections 1. Are we at a point where the staff needs to be doing an evaluation? 2. Hearth tending is supposed to pick up the process. 3. Samantha will be stepping back. 4. How do we go about getting input from the rest of the Board? a. There is a feedback link. b. One-on-one Interviews 5. "Forms can lead the witness" ● Next Steps 1. Dan is Francis' POC for the EC 2. HT/EC will **review the process f**or final updates 3. **Determine who will reach out** to staff members, co-workers, three evaluators and larger Board. 4. Staff Evaluation a. Self-Feedback Checklist

	b. Self-Preparation Worksheet c. Self-Prepared Evaluation i. To Hearth tending then the Board? 5. Send it to Everyone on the Board 6. We should be focusing on One Year Evaluation a. See Timelines 7. We should come out of this with a check list 8. Staff should complete the self-evaluation form **Additional Process Considerations** Three People to contact Co-worker Contact One-on one Written feedback Executive session Gratitude's
Meeting Adjourned at 10:30 AM	

Submitted by: Arealles Ortiz